

**Policy Title:** Salaries for Casual Staff  
Policy Approver: President's Office  
Policy Holder: Human Resources  
Category: Operational  
Original Date: December 2001  
Last Revised: September 2010  
Next Review: April 2011

---

### Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 24<sup>th</sup> day of September, 2010.

September 24, 2010

---

President, Yukon College

---

Date

## **1. Purpose of Policy**

### **1.1. Employment**

A casual employee is any employee who does not hold a permanent or term position in a position classified as union, excluded or management.

Casual employees will be hired in accordance with the University's Recruitment of Staff Policy and the restrictions of the University's Nepotism Policy.

The categories of casual staff are:

- Student hire, including co-operative education placements
- Non-instructional support
- Instructional, including sessional assignments
- Special contracts of employment
- Elder appreciation

The length of employment of a casual employee in any category must be in accordance with the limits set by the Collective Agreement between the Yukon University Board of Governors and the Public Service Alliance of Canada.

### **1.2. Salary Scale**

All casual staff will be paid in accordance with this policy.

Casual staff may be paid by timesheet submission or on an authorized bi-weekly schedule.

Instructional staff will be paid for appropriate instructional and preparation time according to the divisional standards for the assignment.

All salary rates in this policy are inclusive of legislative requirements for vacation pay (4%) and statutory holiday pay (4.2%).

#### **a) Student Hires**

The salary rate for student hires shall be 40.0% above the Yukon minimum wage (i.e., \$12.01 per hour – based on  $\$8.58 \times 1.40$ ) effective September 2008. Co-operative education (CO-OP) students working a co-op placement term will receive 75.0% above the Yukon minimum wage (i.e., \$15.02 per hour on  $\$8.58 \times 1.75$ ) effective September 01, 2008. Other student hire rates may be paid when third party funding providers (e.g. STEP, YES, etc.) specify the rate as a condition of the funding.

These rates will be adjusted on April 1st of each subsequent year as the Yukon minimum wage is adjusted (the rate is usually announced in mid-February by Yukon Labour Services and the adjustment is based on the increase in the Consumer Price Index.

**b) Non-Instructional Support Employees**

The inclusive salary rate for a non-instructional support employee will be 93% of the entry level salary for a similar union position or for a union position with similar complexity and responsibility levels. An employee may be paid an inclusive rate of 98% of the entry level salary if the employee has accumulated 1120 hours of non-instructional support service to the University.

**c) Instructional Employees Including Sessional Assignments**

Effective September 01, 2008, the inclusive pay band for instructional casual employees will be 87% of instructor Wage rate outlined in the Collective Agreement between the Yukon University and Yukon University Employees' Union. The hourly rates in effect as of October 04, 2010 will be:

\$30.29                  \$31.50                  \$32.76                  \$34.07

Casual instructors will be hired initially at the entry level of the pay band. Casual instructors may progress through the band on the basis of one increment for either every 8 sessional courses or 1080 accumulated hours of paid instruction and preparation, whichever occurs first. It is the responsibility of the Division to monitor the accumulation of service hours and advise Human Resource Services when an increment is approved.

In implementing this policy, casual instructors who have worked previously for the University will not suffer a loss in wage rate as a result of this policy implementation. On rehire he/she will be placed on the scale according to the increment calculation, but in no case at a rate lower than that which was previously received.

Initial placement within the pay band, but at other than the first step in the pay band, must have a rationale attached to the employment agreement. Placement at a rate above entry level may occur when there is substantial labour market pressure such that an instructor with appropriate qualifications is otherwise difficult to hire or where the candidate has directly relevant teaching experience.

**d) Special Contracts of Employment**

Salaries that are outside the pay bands for casual non-instructional support or instructional employees may occur in unique situations (e.g. consultants, contractors, workshop facilitators, where the salary is specified within a third party funded contract or contribution agreement or are consistent with comparable industry rates). In these cases, a rationale must be provided with the Employment Agreement and approved by the Director, Human Resource Services.

**e) Elder Appreciation**

The inclusive salary rate to recognize elders for speaking to classes, participating on planning committees, and in other activities at Yukon University where they contribute their knowledge, wisdom and culture will be \$25.00 an hour.

## **2. Governing Legislation and Relevant Documents**

Board Policies  
Collective Agreement  
Employment Standards Act  
Nepotism Policy  
Recruitment of Staff Policy  
Income Tax Act

**3. Procedures**

1. Select a casual employee in accordance with the University's Recruitment Policy and the restrictions within the University's Nepotism Policy.
2. For a non-instructional support position, consult with your Human Resource Advisor for the appropriate pay rate.
3. Complete a Terms and Conditions of Casual Employment at Yukon University form and arrange for the employee to sign it.
4. Attach a Casual Appointment – Rationale for Employment Rate Exceeding or Below Policy Rate if you are recommending a salary outside the normal pay band for a casual employee.
5. Attach a Pre-Authorized Time Sheet for Casual Staff to Receive Scheduled Bi-Weekly Payments if the employee will not be paid through submission of timesheets.
6. Attach a completed TD1, TD1YT and Direct Deposit form.
7. Forward the employment form and attachments to your Human Resources Advisor for the Director, Human Resource Services' approval.
8. Retain the employee's resume in a departmental file in case of audit.
9. Notify Human Resource Services of any changes to the length of the contract, pay rate, organizational coding, or when an employee is to receive an increment on the casual pay scale by submitting an Employment Agreement Time Sheet Amendment form.

**4. Other Related and/or Accompanying Documents**

B. FORMS (available on the Yukon University – Intranet - Secure Login – Policies/Forms)

Terms and Conditions of Casual Employment at Yukon University  
Casual Appointment – Rationale for Employment Rate Exceeding Policy Rate  
Pre-Authorized Time Sheet for Casual Staff to Receive Scheduled Bi-Weekly Payments  
Employment Agreement Time Sheet Amendment